



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position for the St. Croix District:

RECRUITER & TRAINING MANAGER

The Recruiter & Training Manager researches, develops, and implements effective recruiting and staffing strategies to attract a diverse pool of qualified and capable talent for the Virgin Islands Housing Finance Authority (VIHFA). Also responsible for creating, administering, and monitoring the Authority's annual training plan. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Develops, facilitates, and implements all phases of the Authority's recruitment process. Identifies and implements methods and strategies based on available role, industry standards, and the needs of the organization.
- ⇒ Collaborates with Managers to identify and draft detailed and accurate job descriptions and hiring criteria.
- ⇒ Accepts applications for employment, screens applications and selects qualified candidates. Schedules interviews, oversees preparation of interview questions and other hiring and selection materials.
- ⇒ Collaborates with the hiring manager and/or other human resources staff during the verification and offer process, identifying and recommending salary ranges, incentives, start dates and other pertinent details.
- ⇒ Serves as customer service representative for the Human Resources Division for all internal and external customers. Responds to telephone inquiries, provides answers or routes calls, takes messages, follows up and initiates phone calls when required to do so, to include updating applicants on the status of their application. Maintains positive relations with customers while working hard to meet all deadlines.
- ⇒ Builds partnership with the University and Technical/Career Schools to provide internship and mentoring opportunities.
- ⇒ Host and attends career fairs and marketing events.
- ⇒ Identifies and monitors training needs in the organization, and design, plan and implement training programs, policies, and procedures to fulfill those needs.
- ⇒ Responsible for developing, planning, formulating, instructing and/or directing all training activities on behalf of the Authority.
- ⇒ Organizes, schedules, coordinates registration, materials production, and tracking of training program logistics administered by the Division.
- ⇒ Develops and prepares training manuals, lesson plans, classroom curriculum, outlines, audio-visual aids, training schedules and other relevant materials.
- ⇒ Maintains knowledge of new methods and techniques for trainings, and training requirements application to the Authority and ensures that training milestones and goals are met.
- ⇒ Performs various computer secretarial/clerical tasks such as copying documents, preparing mailing or transmittals, circulating notices, posting information, folding, sorting and distributing mail.
- ⇒ Performs other related work as required.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelors Degree from an accredited college or university in Human Resources Management, Organizational Management, Business Administration or related field required. Masters Degree from an accredited college or university in Human Resources Management, Organizational Management, Business Administration or related field desirable. Human Resources Certification desirable.

- ⇒ **Experience:** 3-5 years Human Resources related experience required. 1-3 years of recruitment experience. 1-3 years of experience managing and coordinating trainings. Equivalent combination of education and experience.
- ⇒ **Knowledge, Skills & Abilities:** Ability to work with highly sensitive and confidential operations; Demonstrated ability to multi-task, work collaboratively in a team-oriented environment and problem-solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent interpersonal skills with good negotiation tactics; Strong organizational and analytical abilities; Good oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agencies; Excellent phone etiquette and customer service skills; Ability to take initiative, work independently and utilize creative skills to resolve issues; Thorough knowledge of principles and practices of personnel management; Thorough knowledge of territorial and federal personnel laws, rules and procedures; Must be able to handle ambiguous situations, multiple projects and work with minimum supervision; Knowledge of social media and professional networks; Proactive and independent with the ability to take initiative; and a Valid Driver's License.

SALARY: \$54,080 - \$68,640 per annum depending upon qualifications. CDBG-DR grant funded position.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date.

Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is Thursday, March 18, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer